



**Treasurer (req #1215) – Open until filled.**

**Department:** Treasury

**Salary:** Commensurate with Experience

**Anticipated Work Schedule:** Monday through Friday, 8:30 AM - 4:30 PM

**Reports To:** Fiscal Officer

**Full Time or Part Time:** Full Time

**Regular or Temporary:** Regular

**Bargaining Unit:** N/A

**Classified or Unclassified:** Unclassified

**FLSA:** Exempt

**Tuition Reimbursement!**

Cuyahoga County now offers tuition reimbursement. Beginning in the Fall Semester of 2022, full time, benefits eligible county employees who have completed one continuous year of employment can participate in the Tuition Assistance Program. The classes can be undergraduate or graduate level, at Baldwin Wallace University, Cleveland State University, or Cuyahoga Community College.

**Benefits:**

County employees receive competitive pay and excellent benefits including healthcare, prescription drug, dental, and vision coverage; wellness incentives; basic and supplemental life insurance; employee assistance program (EAP). County employees contribute to the Ohio Public Employees Retirement System (OPERS), which offers a defined-benefit pension plan, consistently ranked as one of the best public pension funds in the nation. Employees may also participate in an individual deferred compensation retirement program. This position stands out for its exceptional work/life balance: You will work a regular schedule, weekdays only, 8:30 AM to 4:30 PM. That means no weekends, no evenings/nights, no holidays, no mandatory overtime, no on-call. Every year you will enjoy 12 paid holidays and earn 10-25 vacation days (increasing with length of service) and 15 days of sick leave.

**Summary:**

The County Treasurer is an executive management position that oversees the County's finances; this includes government spending throughout the county, the collection of tax revenue up to and over 3 billion dollars, managing the investment portfolio of more than 1 billion dollars with earnings of more than \$20 million in interest.

**Essential Job Functions:**

Manages the investment portfolio for the County through subordinate managers, keeping a balance of both long-term and short-term investments. Acts as final decision maker on investment decisions. Manages the collection of all tax revenue for the County through subordinate managers. Ensure proper department structure, internal controls, and systems are in place to record all tax revenue and

delinquency. Oversees the disbursement of tax revenue to school districts, municipalities, libraries, and other taxing subdivisions. Develops and implements a delinquent tax collection program, including the selling of delinquent property tax liens. Assists residents in searching the State of Ohio unclaimed funds list and filing claims with the Ohio Department of Commerce for those funds. Manages a department of accounts and financial analysts. Directly supervises upper-level management. Mentors, coaches, trains, and develops assigned team members. Sets goals, objectives, staffing and work standards, removes barriers to effective performance. Represents the Treasurer's office at various meetings and presentations with County Council, various constituencies, city governments, and department leadership.

### **Minimum Requirements"**

Bachelor's degree in finance, accounting, or a related field or 10 years of relevant work experience. Professional certificate as a CPA or a related finance certificate. Ten (10) years of progressively responsible experience in treasury operations related to tax revenue and managing investments, with five (5) years of managerial experience. Demonstrate competencies in ensuring accountability, planning, and organizing, analytical thinking, thinking strategically, client focus, and decision making. Light physical effort in sedentary to light work. May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation.

**Preferred Qualifications:** Professional certificate as a CPA or a related finance certificate.

### **Application Process:**

To apply, visit [Cuyahoga County Department of Human Resources](#) and click on "Find a Career." This is an unclassified position. Human Resources will check your application to make sure you meet the minimum qualifications. HR helps the hiring department decide who to follow up with for interviews and then a job offer. Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case. If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in [Chapter 306 of the County Code](#).

### **EQUAL OPPORTUNITY EMPLOYER**

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together. The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation. If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.